

MEMORANDUM

TO: Roberto Del Rios, Programs Director

FROM: Lillian Y. Claudio-Blum
Educational Counselor
John F. Kennedy High School

RE: Annual Report 1988-1989

DATE: July 10th, 1989

I. INTRODUCTION

I began working for ASPIRA on November 28th, 1988 and was assigned to John F. Kennedy High School in Paterson as an Educational Counselor. My schedule was as follows:

Mondays, Fridays: Paterson Office 9-5pm
Tuesdays: JFK 8-2pm, Paterson Office 2:30-5pm
Wednesday, Thursdays: JFK 9-2pm, Paterson Office 2:30-5pm

Our club meetings were held every Tuesday morning at 8:00am in the library of the school.

The main contacts I found to be helpful were the following:

- Mr. William Toole, Principal
- Mr. Difabrizio, Vice-Principal
- Mrs. Noemi Soto, Guidance Counselor
- Mr. Garofalo, Head Counselor
- Mr. Maurice Willey, Guidance Counselor
- Mrs. Medina, Foreign Language Teacher

II. HIGHLIGHTS

One of the main activities held at John F. Kennedy High School which brought a lot of publicity as well as money was the Valentine's Day Dance in conjunction with Eastside High School. This event was a successful event since we were able to hold the dance in a club donated by one of the member's parent. Also, this same individual was able to have the tickets printed at a low cost.

II. HIGHLIGHTS CONT...

The money used for the Valentine's Day Dance was raised by another successful activity which was a Bake sale. This also exposed the club in the school and help raise a lot of money. At the Bake Sale, we were fortunate to have our picture taken for the yearbook which is a good way to establish the club in the eyes of the student body and faculty.

One of the greatest accomplishments we were able to carry out this year was a scholarship that was given to an outstanding ASPIRA member. This scholarship was possible because of the fundraising activities mentioned above. I believe this scholarship idea should be implemented every year because every club at JFK HS gives a scholarship to a chosen member. It would be wise to schedule an activity to raise funds for this annual event.

One of the major reasons that these activities were successful was the fact that the counselors and students of both schools got along so well. I believe that the success of the monies raised was due to this amiable and cooperative relationship. I found it to be important to share in the activities because in this way both schools will get along better and both the monies raised and expenses can be shared. This relationship must be established from the very beginning by the counselors.

I found that having a good rapport with the Guidance Counselors help increase the caseload since they refer students to you. They are also the people you will need the most when information on any student is needed.

I also found that holding Career workshops and Admissions to College workshops early in the academic year is very beneficial to the students. It also helps if alumni of the school are invited to speak to the students on their experiences with college life. The seniors that graduated this year from the caseload will be extremely helpful. Please do not hesitate to call them and use my name as a reference. The addresses and phone numbers as well as the college they are attending can be found in their closed files and annual report.

It has been a great pleasure and surprise to find a picture of the ASPIRA Club in the school yearbook. This is a good idea because it means that the club is known and accepted in the school.

III. CASELOAD DATA

The start up caseload from the previous program year was thirty (30) with nineteen (19) females and eleven (11) males. There were sixty-nine (69) new intakes for the program year making the new total cumulative active caseload for the current year ninety-nine (99) with seventy-five (75) females and twenty-four (24) males. The total number of students receiving services not on the caseload was twenty-five (25). The cumulative active caseload for the year was ninety-nine (99) and twenty-six (26) students who were not on the active caseload received services.

The cumulative active caseload consisted of 75 females or 75.8% and 24 males made up 24.2%. Of the total students served, 79 (79.8%) were of hispanic ethnic/racial background; 39 (39.4%) were of Puerto Rican origin. There were 13 (13.1%) students of Dominican origin, 2 (2%) of Mexican origin. Other hispanics constituted a total of 25 (25.2%) which included Peruvians, Colombians, Hondurians, etc. There was a total of 10 (10.1%) black students and 10 (10.1%) of other students which constitute Palestinians, Whites, Italians, Iranians, etc.

Of the total number of students served, 12 (12.1%) came from families receiving public assistance; 1 (1%) from families receiving an income of \$5,691-7,070; 12 (12.1%) from families receiving an income of \$7,070-8,450; 1 (1%) from families receiving an income of \$8,451-9,830; 7 (7.1%) from families receiving an income of \$9,831-11,210; 17 (17.2%) from families receiving an income of \$11,211-14,000 and the remaining 49 (49.5%) from a family income of \$14,000 and greater.

Closed cases totalled 56 (56.6%) with a gender breakdown of 16 (16.2%) males and 40 (40.4%) females. There were a total of 22 (22.2%) Puerto Rican; 1 (1%) Mexican; 8 (8.1%) Dominican; 12 (12.1%) Other Hispanics; 8 (8.1%) Blacks and 5 (5.1%) Other/Non-Hispanics.

Income ranges for the closed cases were: 7 (7.1%) Public Assistance; 1 (1%) \$5,691-7,070; 9 (9.1%) 7,070-8,450; 5 (5.1%) 9,831-11,210; 7 (7.1%) 11,211-14,000 and 27 (27.3%) 14,000 -Above.

The Beginning Caseload for the next program year will consist of 8 (8.6%) males and 35 (81.4%) females for a total of 43. Of this total, 17 (39.5%) will be Puerto Rican; 1 (2.3%) Mexican; 5 (11.6%) Dominican; 13 (30.2%) Other Hispanics; 2 (4.6%) Black and 5 (11.6%) Other/ Non-Hispanic students.

III. CASELOAD DATA CONT...

The income breakdown for this caseload will be as follows: 5 (11.6%) Public Assistance; 3 (7%) \$7,070-\$8,450; 1 (2.3%) \$8,451-\$9,830; 2 (4.6%) \$9,831-\$11,210; 10 (22.3%) \$11,211-\$14,000 and 22 (51.2%) \$14,000 and above.

Eventhough the total number of cases sum up to 97, in reality the total number of cases sum up to 92. This number is 92 because the total number of legitimate graduating seniors added up to 47 and not 56. The breakdown can be explained as follows: 5 seniors dropped from JFK or moved away and 2 seniors on the caseload did not exist when asked about their status in school.

IV. COUNSELING SESSIONS

The total counseling sessions for the program year between November 1988- June 1989 was 10760 minutes or 177.5 hours. Of the total counseling sessions, the breakdown was a follows:

	minutes	percentage
INITIAL SESSION	255	2.4%
CAREER COUNSELING	325	3.0%
ACADEMIC COUNSELING	1390	12.9%
ADMISSION COUNSELING	1325	12.3%
FINANCIAL AID COUNSELING	1660	15.4%
FOLLOW UP SESSIONS	100	.9%
PERSONAL COUNSELING	1185	11.0%
HOME VISIT	0	0
CLUB MEETING	630	5.9%
REFERRALS	0	0%
OTHERS	3890	36.1%

The amount of time spent on these counseling sessions total 10760 minutes.

V. RECRUITMENT STRATEGIES

The recruitment strategies used for this program were as follows:

- 1) Presented our program to the Guidance Counselors and other school staff.
- 2) Designed fliers to advertise our club meetings and posted them all over the school.
- 3) Used the P.A. system at the school to announce ASPIRA activities.
- 4) Planned a Bake sale to raise funds and recruit students.
- 5) Planned a Dance to raise funds and recruit students.
- 6) Encouraged members to recruit other students.
- 7) Gave workshops to students that were not members of the club and recruited them.
- 8) Sent letters from the President of the club to underclassmen in May inviting them to attend our last club meeting and to join the club for next year.

VI. PLACEMENTS

The unduplicated number of students applying was 36 with a total of 86 applications generated.

Students who were granted admissions totaled 35 and the total number of students who were rejected from all the institutions was zero. I presently have 1 student pending placement for the Spring 1989 semester because of his citizen status.

VII. PROGRAM ACTIVITIES

Law Careers Day Conference, Justice Complex, Trenton, NJ, November 30th, 1988, 10 students attended.

Careers Day Conference, Jersey City State College, Jersey City, NJ, December 20th, 1986, 17 students attended.

Financial Aid Workshop, JFK HS, Paterson, 14 students attended.

Financial Aid Workshop, JFK HS, Paterson, 28 students attended.

Health Careers Day Conference, William Paterson College, NJ, February 17th, 1989 42 students attended.

ASPIRA Annual Luncheon, Quality Inn Hotel, Newark, NJ, March 1st, 1989, 2 students attended.

Resume Workshop, JFK HS, Paterson, March 14th, 13 students attended.

College Workshop, JFK HS, Paterson, March 21st, 19 students attended.

AT&T Career Day, Baskin Ridge, NJ March 30th, 1989, 7 students attended.

Presentation, Dwight Morrow High School, Englewood, April 3rd, 200 students were present.

Meeting w/ Mayor Graves, City Hall, Paterson, April 11th, 3 students attended.

AT&T Interviews, Passaic County Center, Paterson, NJ, April 12th, 1989, 15 students attended.

Youth Conference, Princeton University, Princeton, NJ, May 9th, 1989, 19 students attended.

AT&T Reception, Passaic County Center, Paterson, NJ, May 25th, 1989, 3 students attended.

Awards Ceremony, Rutgers University, New Brunswick, NJ, June 16th, 1989, 7 students attended.

VIII. CLUB ACTIVITIES

<u>ACTIVITY</u>	<u>DATE</u>	<u># OF STUDENTS ATTENDER</u>
Club Meeting JFK	Nov. 9th	12
Club Meeting JFK	Nov. 15th	12
Club Meeting JFK	Dec. 6th	14
Club Meeting JFK	Dec. 13th	18
Club Meeting JFK	Jan. 5th	11
Club Meeting JFK	Jan. 10th	14
Club Meeting JFK	Jan. 17th	14
Club Meeting JFK	Jan. 24th	18
Bake Sale raised \$164.00	Jan. 27th	Entire School
Club Meeting JFK	Jan. 31st	19
Club Meeting JFK	Feb. 7th	19
Valentine's Dance Dominican Club, Pat. raised +\$1000.00	Feb. 10th	<200
Club Meeting JFK	Feb. 14th	9
Club Meeting JFK	Feb. 21st	11
Club Meeting JFK	Feb. 28th	13
Club Meeting JFK	Mar. 7th	13
Club Meeting JFK	Apr. 4th	10
Club Meeting JFK	Apr. 18th	18
Club Meeting JFK	May 2nd	12
Club Meeting JFK	May 16th	12

VIII. CLUB ACTIVITIES CONT...

<u>ACTIVITY</u>	<u>DATE</u>	<u># OF STUDENTS ATTENDED</u>
Field Trip Great Adventure Jackson, NJ	May 20th	18
Club Meeting JFK	May 23rd	11
Club Meeting JFK	May 30th	11
Club Meeting JFK	June 6th	12

IX. STAFF DEVELOPMENT

Orientation, Essex County Center, Newark, November 28th
 General Staff Meeting, Essex County Center, Newark, December 9th
 LDTM Committee, Essex County Center, Newark, December 9th
 Charter Day Reception, Anheuser Busch, Newark, December 15th
 Staff Luncheon, Don Pepe Restaurant, Newark, December 23rd
 Unit Meeting, Passaic County Center, Paterson, December 30th
 Financial Aid Workshop, Rutgers University, Newark, January 13th
 Financial Aid Workshop, JFK H.S., Paterson, January 25th
 General Staff Meeting, Essex County Center, Newark, January 27th
 LDTM Committee, Essex County Center, Newark, January 27th
 Unit Meeting, Passaic County Center, Paterson, January 30th
 Meeting w/Roberto Del Rios, Passaic County Center, Pat., Feb 3rd
 Meeting w/ Harriet North, Berkeley School, Paterson, Feb. 6th
 General Staff Meeting, Essex County Center, Newark, February 27th
 LDTM Committee, Essex County Center, Newark, February 27th
 Unit Meeting, Passaic County Center, Paterson, February 28th
 PhD Conference, UMDNJ, Newark, March 4th

IX. STAFF DEVELOPMENT CONT...

HANE Conference, Trump Plaza, Atlantic City, March 9th, 10th
Public Hearing, Trenton State House, Trenton, March 15th
General Staff Meeting, Essex County Center, Newark, March 27th
Unit Meeting, Passaic County Center, Paterson, March 31st
Child Abuse Prevention Workshop, Barnet Hosp., Paterson, Apr. 18th
Unit Meeting, Passaic County Center, Paterson, April 28th
General Staff Meeting, Essex County Center, Newark, May 1st
LDTM Committee, Essex County Center, Newark, May 1st
AT&T Staff Training, Essex County Center, Newark, May 11th
Unit Meeting, Passaic County Center, Paterson, May 31st
Senior Awards Ceremony, JFK H.S., Paterson, June 1st
General Staff Meeting, Essex County Center, Newark, June 2nd
LDTM Committee, Essex County Center, Newark, June 2nd
Meeting w/ Hilda Rosario, Essex County Center, Newark, June 6th
AT&T Staff Training, Essex County Center, Newark, June 14th
JFK Graduation, Hinchliffe Stadium, Paterson, June 21st
Unit Meeting, Passaic County Center, Paterson, June 26th

X. RESOURCE DEVELOPMENT

I found that the following people were very helpful to me at John F. Kennedy High School. They also provided me with the information that was necessary to carry out an activity.

Mr. DiFabrizio, Vice-Principal
Mrs. Noemi Soto, Guidance Counselor
Mr. Maurice Willey, Guidance Counselor
Mr. Garofalo, Head Guidance Counselor